

EXHIBIT A  
PERSONNEL DEPARTMENT  
DESIGNATED POSITIONS, DUTIES AND CATEGORIES .

<u>Position</u>	<u>Duties</u>	<u>Category</u>
Personnel Director	Secretary to the Civil Service Commission. Administer general personnel policies. Supervise the maintenance of a classification and salary plan. Superintend all examinations for employment as Chief Examiner of the City. Certify eligibles for appointment to positions in the classified service and insure payroll documents are in accordance with the Charter. Establish standards of efficiency and recommend measures for coordinating work of various departments. Maintain a service register showing the name of each employee, the position held, the salary or wages paid, the date and character of selection or appointment, every subsequent change of status, and whether in classified or unclassified service. Supervise the execution of Civil Service provisions of the Charter and the rules made thereunder.	All
Assistant Personnel Director	Acts in the absence of the Personnel Director. Maintain day-to-day supervision of the Personnel Department Staff.	All
Deputy Personnel Director	Administer work programs within the Division. Make or approve all decisions to request equipment, supplies, materials, and services. Develop and propose division budget.	All
Personnel Analyst (Medical Admin)	Provides Liaison support to assigned City Departments. Administer the Pre-employment Medical Exam Program and the Drug screening program.	1 & 4
Consultants	As required	All

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EXHIBIT B  
PERSONNEL  
DISCLOSURE CATEGORIES

<u>Category</u>	<u>Description</u>
1	Investments and business positions in any entity located in or doing business with the City. Income and gifts from sources located in or doing business with the City. Interests in real property located in the City, including property located within a two-mile radius of any property owned or used by the City.
2	Investments and business positions in any firm or entity which supplies goods or services to the Personnel Department of the City of San Diego.
3	Interests in real property owned or used by any person, firm or entity which supplies goods or services to the Personnel Department of the City of San Diego.
4	Interests in real property located within the City, including property located within a two-mile radius of any property owned or used by the City.
5	Income or gifts from any person, firm or entity which supplies goods or services to the Personnel Department of the City of San Diego.
AS REQUIRED	<p>Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitations:</p> <p>The Department Director, Assistant Director, or Deputy Director may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant's duties and, based upon that description a statement of the extent of disclosure requirements. The Department Director's, Assistant Director's, Deputy Director's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.</p>